

Project Planning Kick-off Meeting Agenda

Date: _____

Time: From: _____

To: _____

Location: _____

ATTENDEES:

AGENDA:

	Presenter	Time (minutes)
Introductions		
Executive Statement		
Project Request & Background		
Project Goals & Objectives		
Project Scope		
Roles & Responsibilities		
Next Steps		
Questions		

ADDITIONAL INFORMATION:

Handouts:

Project Planning

Kick-off Meeting Agenda

Date: _____

Time: From: _____ To: _____

Location: _____

DECISIONS

Decision Made	Impact	Action Required?

ISSUES

Issue Description	Impact	Action Required?

ACTION ITEMS FOR FOLLOW UP

Action	Issue or Decision Related?	Responsible	Target Date